Job Title: City Clerk

Department: City Clerk

Immediate

Supervisor: Deputy City Manager

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	613
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

The purpose of this position is to serve as official clerk to elected officials and maintain records for the city. This is accomplished by ensuring all services and programs are in legal compliance, directing city elections, directing the records management program, developing goals and objectives, recommending policies and procedures and overseeing budget preparation and expenditures. Other duties include participating on committees, representing the city, and coordinating with city attorneys on legal matters.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Supports council, Boards, Commissions and Committees, and management activities by directing the preparation and posting of all meetings, recruiting for appointment, recording documents, researching new technologies, coordinates working with elected officials, departments and employees, attending meetings and take minutes, and responding to inquiries and requests. ensuring that all meetings are in legal compliance with the Arizona Open Meeting Laws, ensures that all meeting follow-up is completed in a timely manner and is in legal compliance. Serves as District Secretary for CFD Boards and Secretare for six Council appointed Boards and Committees.
2	S	Ensures compliance with State Public Records Statutes and all federal laws pertaining to records. Manages records retention by directing the records management program, ensuring historical documents are preserved, implementing the disaster recovery program, and maintaining electronic systems.
3	S	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, coordinating efforts with departments, ensuring legal compliance, and monitoring staff performance and development.
5.	S	Serves as chief election official by directing all election activities, ensuring compliance with all legal requirements, and coordinating the election process with outside agencies.
6.	S	Receives and processes all claims against the City, processes and approves or denies all Special Event Liquor Licenses received, processes all waiver requests related to Special Event applications.

JOB REQUIREMENTS:

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Formal Education/ Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum seven years experience in a related field.
Certifications and Other Requirements	Certified Municipal Clerk designation (CMC), Notary.
Reading	Work requires the ability to read administrative and technical documents, state statues, liquor permits annexations, and records management at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write technical documents, records management, and requires a very clear and precise writing skills.
Managerial	Semi-Complex - Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Policy/Decision Making	Moderate - The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. This position independently decides how objectives are achieved and what resources are needed. Typical positions in this category are upper management to executive level jobs.
Budget Responsibility	Moderate - Has responsibility for final approval of a department's budgetary recommendations to a Deputy City Manager/City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Technicial Skills	Comprehensive Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal/Human Relations Skills	Moderate - Interactions involve overseeing and/or approving final decisions regarding policy development and implementation. This level often involves interaction with others outside the organization or department on key organizational/departmental issues and requires exercising participative management skills, high levels of negotiation, and the ability to reach consensus on complex issues to achieve organizational goals and objectives.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	✓ Making presentations ✓ Observing work site ✓ Observing work duties ✓ Communicating with co-workers	Pushing/ Pulling	□ N □ R 図 O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs □ Ladders ⊠ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	□ N □ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	☒ Supplies☒ Equipment☒ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings □ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R □ O □ F ⊠ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ⊠ C	☒ Communicating via telephone/radio, to co-workers/public☒ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☑ From computer to telephone☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☑ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	·		

	1)									
Physical Demands (continue	ed)									
Machines, Tools, Equipmen	t and Work	Aids:								
Copier, Fax, Telephone, Blackberry, Ve	ehicle, Calculato	r								
Computer Equipment and S	Software:									
Scanner, Computer, Smart Label Printe		Scan Agenda N	Manager Gi	ranicu	ıs Laser ficl	he Civ	ric Plus Micro	soft O	ffice	
Internet, Adobe Professional, Naviline.	i, i iiiici, cara i	Jean, Hgenau i	viunugei, Gi	unicu	ss, Easer He	110, 011	ie i ius, miero	Soft O	ilico,	
memet, ridoce riotessiona, ravime.										
Environmental Factors:			_	1			T		T	
Environmental Condition	ons	Never	Seasonal	lly	Several Tr		Several Ti Per Wee		Daily	
Extreme temperature (heat, cold, extreme temp. changes fi	rom outside	×								
work)	om outside									
Wetness and/or humidity (bodily discomfort from moisture)		×								
Respiratory hazards										
(fumes, gases, chemicals, dust and d	irt)	X								
Noise and vibration		X								
(sufficient to cause hearing loss) Physical hazards										
(high voltage, dangerous machinery.	, aggressive	X								
prisoners, patients – <u>not customers</u>)										
Health and Safety Condition	ıs:									
Health and Safety Conditions	N = Never	R = Rarel	y O=	Occ	asionally	F =	Frequently	C =	Constantly	
·	Never	Less than		3 or ı	more of	Fron	n 1/3 to 2/3	2/3	or more of	
	occurs	hour per we	eek		time	of	the time	1	the time	
Mechanical hazards	⊠				<u> </u>					
Chemical hazards	X									
Electrical hazards	X	片					<u> </u>		<u> </u>	
Fire hazards	X									
Explosives	X									
Communicable diseases	X									
Physical danger or abuse]					
Other (specify)										
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	d Centers									
Protective Equipment Requ	ired:									

Job Demands

Overall Strength Demands:

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⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment		×		
Other (Describe below.)				

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EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
nents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.